

Part-time Conference Attendant

Conference Centre

Under general supervision of the Conference Centre Manager to assist in all activities and operations of the Conference Centre and Theatre Centre. Sets up, arranges, and takes down chairs, tables, and other equipment required for events sponsored by the Conference Centre or the Town. Vacuums; maintains public spaces; cleans lavatories and restrooms; acts as general handyman repairing minor building maintenance problems. May open and close facility; turns lights off and on; sets heating and air-conditioning controls; checks and locks all doors, gates, and windows; changes light bulbs; arms and disarms security system and cleans light fixtures. Drives own or Town vehicle on errands to pick up and deliver needed materials and supplies. Prepares and sets up coffee and other refreshments; offers assistance to clients; keeps written logs; stocks and tracks inventory; answers telephones; and assists other staff members and clients. From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

Hours: Fri 5 pm - 11 pm, Sat 1 pm - Sun 1 am
Some Sundays and Holidays-Hours may vary

Starting Salary: \$12.05/hour

Town of Addison
Human Resources Department
16801 Westgrove Drive
P.O. Box 9010
Addison, Texas 75001-9010
Phone: (972) 450-2818
Fax: (972) 450-2835
www.addisontx.gov

Minimum Requirements

All positions require a clear background, clear pre-employment drug screen, valid Texas driver's license and safe driving record.

- Any combination of education, training and experience equivalent to completion of high school.
- One year custodian or building maintenance work experience.
- Prefer previous houseman experience.
- Some knowledge of routine maintenance and cleaning procedures and the materials and equipment needed to perform those duties.
- Skill in the use of routine maintenance tools.
- Ability to understand and follow oral and written instructions.
- Must be able to interact professionally with the public and deal tactfully and diplomatically with all types of people.
- Must be able to speak and understand English.
- Ability to maintain harmonious working relations with fellow employees and to be courteous and pleasant to the general public.

Position posted: January 12, 2009

Open Until Filled

For more information, call Human Resources at (972) 450-2818
Fax your application to (972) 450-2835
or email jobs@addisontx.gov

Application available at www.addisontx.gov



Part-time Benefits

Insurance

- Health & Dental Insurance for employee - 50% Town contribution towards premium
- Family Health & Dental Insurance - 25% Town contribution towards premium
- Choice of HMO or Point of Service Open Access
- Life Insurance paid by the Town, 2X annual salary
- Short-term and Long-term Disability provided by the Town

Tuition Reimbursement

Eligible for partial tuition reimbursement after trial period.

Holidays (Paid 4 hours)

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|--------------------|-----------------------------|
| * New Year's Day | * Memorial Day |
| * Independence Day | * Labor Day |
| * Thanksgiving Day | * Friday after Thanksgiving |
| * Christmas Eve | * Christmas Day |
| * Your Birthday | (Police & Fire by Policy) |

Vacation & Sick Leave

Accrued, prorated vacation and sick leave for each complete payroll period.

Retirement (TMRS)

Instead of Social Security the Town participates in the Texas Municipal Retirement System - 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.

Deferred Compensation

457 Plan with Town contribution after trial period.

Other benefits include:

Professional Memberships, Addison Athletic Club Membership, Longevity Pay, Employee Assistance Program, and many more.

The Town of Addison is accessible to persons with disabilities. Please call at least 48 hours in advance if you need assistance. The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.